



# Time and Attendance Job Aid

## 501 TA362: Time Reporting Codes by Workgroup

### Time Reporting Codes by Workgroup Overview

In Cardinal, employees are classified by workgroups. Workgroups identify time reporters who share the same time reporting requirements. The workgroup determines the Time Reporting Codes that an employee is eligible to use.

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### Time Reporting Codes by Workgroup

Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VAPEXCEPT	VDOT Executives – No Approval	CLO	Office Closing
VAPEXCEPT	VDOT Executives – No Approval	CPE	Compensatory Leave Earned
VAPEXCEPT	VDOT Executives – No Approval	CPO	Comp Time Leave Payout
VAPEXCEPT	VDOT Executives – No Approval	CPT	Compensatory Leave Take
VAPEXCEPT	VDOT Executives – No Approval	ECP	Emergency Comp Earn



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### 501 TA362: Time Reporting Codes by Workgroup

Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VAPEXCEPT	VDOT Executives – No Approval	ES1	Emerg Straight Time OT - Sal
VAPEXCEPT	VDOT Executives – No Approval	HFL	Holiday Floating
VAPEXCEPT	VDOT Executives – No Approval	HOL	Holiday
VAPEXCEPT	VDOT Executives – No Approval	NHO	No Holiday Pay
VAPEXCEPT	VDOT Executives – No Approval	RGS	Regular Earnings - Salaried
VAPEXCEPT	VDOT Executives – No Approval	RLW	Regular Time LTD Working
VAPEXCEPT	VDOT Executives – No Approval	RSW	Regular Time STD Working
VAPEXCEPT	VDOT Executives – No Approval	UOT	Uncompensated Overtime



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### 501 TA362: Time Reporting Codes by Workgroup

Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VAPEXTPB4	VDOT EXTPB4 – No Approval	CLO	Office Closing
VAPEXTPB4	VDOT EXTPB4 – No Approval	COE	Called Out Exempt
VAPEXTPB4	VDOT EXTPB4 – No Approval	CPE	Compensatory Leave Earned
VAPEXTPB4	VDOT EXTPB4 – No Approval	CPO	Comp Time Leave Payout
VAPEXTPB4	VDOT EXTPB4 – No Approval	CPT	Compensatory Leave Take
VAPEXTPB4	VDOT EXTPB4 – No Approval	ECP	Emergency Comp Earn
VAPEXTPB4	VDOT EXTPB4 – No Approval	EO1	Emerg OT @ Time ½ - Sal
VAPEXTPB4	VDOT EXTPB4 – No Approval	ES1	Emerg Straight Time OT – Sal
VAPEXTPB4	VDOT EXTPB4 – No Approval	HFL	Holiday Floating
VAPEXTPB4	VDOT EXTPB4 – No Approval	HOL	Holiday

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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VAPEXTPB4	VDOT EXTPB4 – No Approval	NHO	No Holiday Pay
VAPEXTPB4	VDOT EXTPB4 – No Approval	OS1	OT@Stratight Time – Sal
VAPEXTPB4	VDOT EXTPB4 – No Approval	RGS	Regular Earnings – Salaried
VAPEXTPB4	VDOT EXTPB4 – No Approval	RLW	Regular Time LTD Working
VAPEXTPB4	VDOT EXTPB4 – No Approval	RSW	Regular Time STD Working
VAPEXTPB4	VDOT EXTPB4 – No Approval	UOT	Uncompensated Overtime
VAPEXTPB5	VDOT EXTPB5 – No Approval	CLO	Office Closing
VAPEXTPB5	VDOT EXTPB5 – No Approval	CPE	Compensatory Leave Earned
VAPEXTPB5	VDOT EXTPB5 – No Approval	CPO	Comp Time Leave Payout
VAPEXTPB5	VDOT EXTPB5 – No Approval	CPT	Compensatory Leave Take

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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VAPEXTPB5	VDOT EXTPB5 – No Approval	ECP	Emergency Comp Earn
VAPEXTPB5	VDOT EXTPB5 – No Approval	ES1	Emerg Straight Time OT – Sal
VAPEXTPB5	VDOT EXTPB5 – No Approval	HFL	Holiday Floating
VAPEXTPB5	VDOT EXTPB5 – No Approval	HOL	Holiday
VAPEXTPB5	VDOT EXTPB5 – No Approval	NHO	No Holiday Pay
VAPEXTPB5	VDOT EXTPB5 – No Approval	OS1	OT@Stratight Time – Sal
VAPEXTPB5	VDOT EXTPB5 – No Approval	RGS	Regular Earnings – Salaried
VAPEXTPB5	VDOT EXTPB5 – No Approval	RLW	Regular Time LTD Working
VAPEXTPB5	VDOT EXTPB5 – No Approval	RSW	Regular Time STD Working
VAPEXTPB5	VDOT EXTPB5 – No Approval	UOT	Uncompensated Overtime



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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTEMHRLY	Emergency Hourly Employees	EO2	Emergency Overtime paid at 1.5 times the regular rate
VDOTEMHRLY	Emergency Hourly Employees	ERG	Regular hours worked
VDOTHRLY	Hourly Employees	COH	Call back hours
VDOTHRLY	Hourly Employees	EO2	Emergency Overtime hours paid at 1.5 times the regular rate
VDOTHRLY	Hourly Employees	OT2	Overtime hours paid at 1.5 times the regular rate for non-emergency situations
VDOTHRLY	Hourly Employees	RGH	Regular hours worked
VDOTEXCEPT	Executives and above	CLO	Office Closing
VDOTEXCEPT	Executives and above	CPE	Compensatory Leave Earned

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### 501 TA362: Time Reporting Codes by Workgroup

Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTEXCEPT	Executives and above	CPT	Compensatory Leave Taken
VDOTEXCEPT	Executives and above	ECP	Compensatory Leave Earned in Emergency situations
VDOTEXCEPT	Executives and above	ES1	Emergency Overtime hours paid at a straight time
VDOTEXCEPT	Executives and above	HFL	Floating Holiday
VDOTEXCEPT	Executives and above	HOL	Holiday (automatically added by system on a holiday not visible on Timesheet for selection)
VDOTEXCEPT	Executives and above	NHO	Indication to the system not to add/remove holiday hours to the Timesheet
VDOTEXCEPT	Executives and above	RGS	Regular hours worked
VDOTEXCEPT	Executives and above	RLW	Regular hours worked while on long-term disability



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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTEXCEPT	Executives and above	RSW	Regular hours worked while on short-term disability
VDOTEXCEPT	Executives and above	UOT	Uncompensated Overtime
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	CLO	Office Closing
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	COP	Call back hours
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	CPE	Compensatory Leave Earned
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	CPT	Compensatory Leave Taken
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	EO1	Emergency Overtime hours paid at 1.5 times the regular rate
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	HFL	Floating Holiday





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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	HOL	Holiday (automatically added by the system on a holiday not visible on the Timesheet for selection)
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	NHO	Indication to the system not to add/remove holiday hours to the Timesheet
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	OCP	Pre-Approved On-Call Hours
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	OS1	Overtime hours paid at straight time
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	OT1	Overtime hours paid at 1.5 times the regular rate for non-emergency situations
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	RGS	Regular hours worked
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	RLW	Regular hours worked while on long-term disability
VDOTNONEXM	Salaried Non Exempt Employees Not eligible for Overtime Leave	RSW	Regular hours worked while on short-term disability



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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	CLO	Office Closing
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	COE	Callback
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	CPE	Compensatory Leave Earned
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	CPT	Compensatory Leave Taken
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	ECP	Compensatory Leave Earned in Emergency situations
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	EO1	Emergency Overtime hours paid at 1.5 times the regular rate
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	ES1	Emergency overtime hours paid at straight time
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	HFL	Floating Holiday

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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	HOL	Holiday (automatically added by system on a holiday not visible on Timesheet for selection)
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	NHO	Indication to the system not to add/remove holiday hours to the Timesheet
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	OS1	Overtime hours paid at straight time
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	RGS	Regular hours worked
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	RLW	Regular hours worked while on long-term disability
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	RSW	Regular hours worked while on short-term disability
VDOTEXTPB4	Salaried Exempt Employees in Pay Band 4	UOT	Uncompensated Overtime
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	CLO	Office Closing



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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	CPE	Compensatory Leave Earned
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	CPT	Compensatory Leave Taken
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	ECP	Compensatory Leave Earned in Emergency situations
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	ES1	Emergency overtime hours paid at straight time
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	HFL	Floating Holiday
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	HOL	Holiday (automatically added by the system on a holiday not visible on the Timesheet for selection)
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	NHO	Indication to the system not add/remove holiday hours to the Timesheet
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	OS1	Overtime hours paid at straight time



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VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	RGS	Regular hours worked
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	RLW	Regular hours worked while on long-term disability
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	RSW	Regular hours worked while on short-term disability
VDOTEXTPB5	Salaried Exempt Employees in Pay Band 5 and above	UOT	Uncompensated Overtime
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	CLO	Office Closing
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	COP	Call back hours
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	CPE	Compensatory Leave Earned
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	CPT	Compensatory Leave Taken

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Workgroup	Description	Time Reporting Codes (TRC)	TRC Description
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	EO1	Emergency Overtime hours paid at 1.5 times the regular rate
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	EOL	Overtime Leave earned in emergency situations
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	HFL	Floating Holiday
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	HOL	Holiday (automatically added by system on a holiday not visible on Timesheet for selection)
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	NHO	Indication to the system not to add/remove holiday hours to the Timesheet
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	OCP	Pre-Approved On-Call Hours
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	OS1	Overtime hours paid at a straight time

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VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	OT1	Overtime hours paid at 1.5 times the regular rate for non-emergency situations
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	OTL	Overtime Leave Earned
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	OTT	Overtime Leave Taken
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	RGS	Regular hours worked
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	RLW	Regular hours worked while on long-term disability
VDOTNOEXOT	Salaried Non Exempt Employees who are eligible to earn Overtime Leave	RSW	Regular hours worked while on short-term disability